

## **Peka Print - Instructions to print 4-up BOOKMARK**

To print on **BACK SIDE** (*1" margin on RIGHT*) of 4-up bookmark using Microsoft Word or comparable program

Tools > Label > New Label

Use the following settings:

Top Margin:	.25"	Label Ht:	8.00"
Side Margin:	.25"	Label Width:	2.00"
Vertical Pitch:	8.50"	Number Across:	4
Horizontal Pitch:	2.50"	Number Down:	1

Page size: Letter landscape (11 x 8.5 inch)

Type text and/or import picture to the first area. Once it is to your liking, copy and paste it to the other seven areas.

**You should always print a test page to insure that placement is correct.**

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To print on **FRONT SIDE** (*1" margin on LEFT*) of 4-up bookmark using Microsoft Word or comparable program

Tools > Label > New Label

Use the following settings:

Top Margin:	.25"	Label Ht:	8.00"
Side Margin:	1.25"	Label Width:	2.00"
Vertical Pitch:	8.50"	Number Across:	4
Horizontal Pitch:	2.50"	Number Down:	1

Page size: Letter landscape (11 x 8.5 inch)

Type text and/or import picture to the first area. Once it is to your liking, copy and paste it to the other seven areas.

**You should always print a test page to insure that placement is correct.**

Please keep in mind that each printer is a little different, and may require small adjustments to accommodate factory set margins. Adjustments can be made on each page/column as needed.